



# CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Approve Request For Proposals (RFP) for plans examining and building inspection services

**MEETING DATE:** September 20, 2006

**PREPARED BY:** Randy Hatch, Community Development Director

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**RECOMMENDED ACTION:** Authorize the release of the Request For Proposals (RFP) for plans examining and building inspection services.

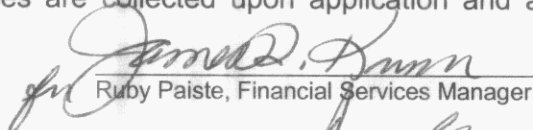
**BACKGROUND INFORMATION:** The Building Inspection Division currently relies on an outside consultant Linhart Petersen Powers Associates (LP2A) to perform plan review since it does not have a registered engineer or licensed architect on staff. Many projects that are submitted for plan check are very complex and require the expertise of a licensed professional to review the plans to insure compliance with the California Building Code. For example, projects such as police and fire stations are required by State law to be reviewed by a registered engineer or licensed architect. Currently, the Division has assigned one building inspector to plan check residential and miscellaneous structures and non-structural commercial projects. Other inspectors help with less complicated plan checking as time permits. While we use LP2A to check the non-residential structural projects, there are also times when there is a backlog of plans and our consultant cannot perform a timely plan check. State law requires that the residential plan reviews be completed within 30 days and commercial within 45 days.

Further, the building community in Lodi has expressed a desire to have more than one consultant to choose from, especially when the consultant is exceeding the agreed upon turn-around times. During busy times, there is a need to give the department more options for obtaining the most qualified consultant with the best turn around time.

While obtaining a list of qualified plan checking and inspection services will not obligate the city to use the list, it does give the division more flexibility in providing the best service to the public and gives the applicants more choices. The selected plan checking and inspection firms will be brought back to the Council to formally be added to our contract list.

**FISCAL IMPACT:** None

**FUNDING AVAILABLE:** The service will be funded by the collection of plan check fees paid by the applicant. These fees are collected upon application and a percentage is kept by the City Building Inspection Division.

  
Ruby Paiste, Financial Services Manager

  
Randy Hatch  
Community Development Director

RH/kjc  
Attachments: RFP

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**APPROVED:**   
Blair King, City Manager

City of Lodi  
REQUEST FOR PROPOSAL

I. INTRODUCTION

The City of Lodi building Inspection Division is inviting qualified consultants to submit proposals to provide contract plans examining and building inspection services for an unspecified time.

II. OBJECTIVES

The City of Lodi is looking for contract services that meet the following:

- A. Shall have on staff a registered structural engineer and qualified support staff.
- B. Be able to perform all non-structural review including building , plumbing, mechanical, electrical, energy and disabled access.
- C. Provide a turn around time of 10 working days for residential and small miscellaneous projects and 15 working days for non residential projects.
- D. Have insurance coverage for general liability of \$2,000,000.

III. PROPOSAL REQUIREMENTS

- A. Criteria for Proposal Acceptance and Consideration:

Proposals will be reviewed and considered based upon the following criteria: 1) the level of experience of the personnel available to provide the services, and 2) A competitive fee structure 3) Available staffing to accommodate the desired turn-around times.

- B. In order for us to properly evaluate each proposal, the following information must be provided:

- 1. Resume of the personnel who would be assigned to fill the contract position, listing all pertinent information, experience and background which goes toward meeting the objectives listed above.
  - 2. A proposed fee structure which is competitive with existing contracts.
  - 3. Verification of the appropriate insurance coverage.

IV. SELECTION PROCESS

Proposals will be reviewed by the Building Official and Community Development Director. Complete proposals will be evaluated on the bases of the information submitted. This evaluation will allow then for a recommendation to the City Council for a contract to be awarded to one or more firms.

## VII. REJECTION OF PROPOSALS

The City of Lodi reserves the right to reject any and all proposals and to solicit new proposals with modified terms and conditions. It also reserves the right to waive any informalities in connection with proposals.

## VIII. INFORMATION REQUESTS

Information regarding this project and the proposal work can be obtained by contracting Jerry Herzick, Building Official, at (209) 333-6714.

## MAILING LIST

Bureau Veritas, LP2a  
7610 Auburn Boulevard  
Citrus Heights, CA 95610

Precision Inspection Company, Inc.  
1220 Main Street  
Newman, CA 95360

Willdan  
2399 Gateway Oaks Drive, Suite 210  
Sacramento, CA 95833

NAFFA International  
7485 North Palm Avenue, Suite 106  
Fresno CA 93711

Neil Anderson & Assoc. Inc.  
902 Industrial Way  
Lodi, CA 95240

Ms. Dee Renfro  
Marketing Director  
Interwest Consulting Group  
9300 West Stockton Blvd., Suite 105  
Elk Grove, CA 95758